

C O R R E C T E D

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MASTER PLAN PROCEDURES AND CRITERIA

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fil "Master Plan"

PROCEDURES AND CRITERIA FOR THE SUBMISSION OF
MASTER (OR DEVELOPMENT) PLANS BY FEDERAL AGENCIES
PROPOSING LAND ACQUISITION OR DEVELOPMENT PROGRAMS TO
THE NATIONAL CAPITAL PLANNING COMMISSION

OCTOBER, 1965

NATIONAL CAPITAL PLANNING COMMISSION
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WASHINGTON, D. C. 20576

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Land Use Categories for Federal Master Plan

<u>Category</u>	<u>Magic Marker Equivalent</u>	<u>Prismacolor Equivalent</u>
Administration	A - 801 Vermillion	922 Scarlet Red
Research	A - 411 Light Blue	903 True Blue
Education (training)	A - 667 Olive	911 Olive Green
Health Facilities (medical)	A - 345 Deep Magenta	930 Magenta
Community Facilities	A - 803 Chrome Orange	918 Orange
Residential		
low density (detached and semi detached)	A - 707 Pale Yellow	914 Cream
medium density (Row housing)	A-282 Yellow Ochre	940 Sand
high density (apartments, barracks)	A - 237 Sepia	941 Raw Amber
Service and Storage	A - 515 Violet	932 Violet
Recreation	A - 617 Pale Olive	910 True Green
Open Space (including scenic or design easements)	A - 606 Yellow Green	912 Apple Green
Buffer	A - 600 Forest Green	907 Peacock Green
Parking		
Open lots	A-280 Burnt Sienna	944 Terra Cotta
Multi level structures	A-279 Burnt Amber	937 Tusean Red
Transportation Terminals	#4 Warm Gray	936 Slate Gray

NCPC staff can assist agencies in resolving differences from the above listing

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CRITERIA FOR THE SUBMISSION OF MASTER (OR DEVELOPMENT) PLANS
TO THE NATIONAL CAPITAL PLANNING COMMISSION

National Capital Planning Commission

October, 1965

A. INTRODUCTION

Section 5(a) of the National Capital Planning Act of 1952, as amended, provides that "each Federal and District of Columbia agency prior to the preparation of construction plans originated by such agency for proposed developments and projects or to commitments for the acquisition of land, to be paid for in whole or in part from Federal or District funds, shall advise and consult with the Commission in the preparation by the agency of plans and programs in preliminary and successive stages which affect the plan and the development of the National Capital."

These criteria are intended to be used in connection with both civilian and military installations and facilities within the National Capital Region (as defined by Section 1.b. of the 1952 Act). It is recognized that these criteria and standards may not be wholly appropriate or applicable to each and every master (or development plan) submitted for the review of the Commission. In such cases, as required, the Director of the Commission's staff may modify or waive portions of these criteria.

These criteria are based upon "Procedures for the Review of Proposed Development (or Master) Plans Submitted by Federal and District of Columbia Agencies and Departments," dated December, 1964, and approved by the Commission's Federal Planning and Projects Committee for use by the staff as a guide to the affected Federal agencies within the National Capital Region. This statement of criteria is an expanded and somewhat revised version of the December, 1964 document, and replaces that document. It was prepared in response to a number of requests from several Federal agencies for further clarification and interpretation of the Commission's criteria for master plan submissions.

B. GENERAL CONTENT OF MASTER PLAN

The master plan is intended to be an integrated series of documents which present in graphic, narrative, and tabular form the present composition of the installation and the plan for its orderly and comprehensive development over a period of 20 years.

C. STEPS IN COMMISSION REVIEW OF MASTER PLANS

The process of Commission review is as follows:

1. Informal consultation and discussion of proposed master plan with the Commission staff.
2. Official submittal to the National Capital Planning Commission for its review under the provisions of the National Capital Planning Act of 1952, as amended.

3. Referral, where appropriate, of the master plan to the responsible State, regional and local planning agencies in the jurisdiction in which the installation is located.

4. Report and recommendations of the local, regional and State agencies submitted to NCPC.

5. Review and evaluation by the staff of the Commission.

6. Review and approval of (and/or recommendations on) the master (or development) plan by the Federal Planning and Projects Committee.

- a. Presentation to Federal Planning and Projects Committee by agency having jurisdiction;
- b. staff recommendations to FP&PC; and
- c. FP&PC action on proposed master (or development) plan.

7. Review and approval of (and/or recommendations on) the master (or development) plan by NCPC.

- a. Presentation to full Commission by agency having jurisdiction;
- b. FP&PC report and recommendations to full Commission; and
- c. Commission action on proposed master (or development) plan.

8. Official notification of Commission approval of and/or recommendations on the master (or development) plan is transmitted to the agency or department affected, and the Office of Management and Budget.

D. AMENDMENTS OR MODIFICATIONS TO MASTER PLANS

Essentially, the same process and procedure, as outlined under "C" above, is involved in the submittal of proposed modifications or revisions to master plans that have been previously approved by the Commission. Once approved, regional review of^{subsequent} proposed modifications or revisions to a master plan will be required^{only:} (1) where "a major change in the character or intensity of an existing use in the environs" is proposed, and (2) or where the proposed modifications or revisions would significantly change the off-site impact of the Federal activities and uses carries out within the site.*

E. USE OF APPROVED MASTER (OR DEVELOPMENT) PLAN BY THE COMMISSION

Once approved by the Commission, a master (or development) plan will be used by the Commission, in conjunction with the Office of Management and Budget, as follows:

1. As a guide to the review of proposed land acquisitions and/or both preliminary and final site and building plans for individual construction and development projects with the National Capital Region under the provisions of Section 5 of the National Capital Planning Act of 1952, as amended.

2. As a guide to the review of both preliminary and final site and building plans for individual buildings and improvement proposals, within the District of Columbia, under the Commission's "in lieu of zoning" powers set out in Section 16 of the Act of June 20, 1938.

* Section 5(b) of the National Capital Planning Act of 1952, as amended.

3. As a guide to the review of Fiscal Year budget proposals by the agency or department affected, in accordance with Section 7 of the Bureau of the Budget Circular No. A-11.

4. As a guide to the review of the agency or department's proposed five-year programs for additions and improvements at, or to, a particular facility or installation within the National Capital Region.

F. BASIC CRITERIA TO GUIDE MASTER (OR DEVELOPMENT) PLAN SUBMISSIONS

As a guide to the preparation of submissions by the Federal agencies and departments affected, the following criteria have been established in order for the Commission, the Federal Planning and Projects Committee and the staff to have the necessary data and information for the proper review and evaluation of proposed master (or development) plans.

The following background information and exhibits should be provided to the Commission:

1. Inventory data on existing characteristics and conditions
 - a. Existing land use map and table - Indicate by appropriate categories,* in both map and tabular form, the allocation of land within the facility or installation--by acres.
 - b. Existing buildings and improvements - Indicate, among other things, the following:
 - 1) Total number of buildings and current function or use;
 - 2) height of buildings and related improvements;
 - 3) number of square feet of gross floor area;
 - 4) character and condition of existing buildings -
 - a) existing-to-remain (permanent),
 - b) temporary--to be replaced,
 - c) etc.

* The Commission staff is available to assist agencies in determining the most appropriate and descriptive categories for a particular Federal installation.

- 5) General description of the architectural character of existing buildings, including, but not limited to, the architectural style of the buildings, the building materials used, etc.
- 6) Employment - Indicate the number and type of employees, whether they reside on or off the facility, etc.
- 7) Access and egress - Indicate, in both map and tabular form, the type of available transportation service to the area (including bus service), the over-all circulation system and existing parking facilities in the site. Include recent data on existing traffic volumes.
- 8) Major utilities - Indicate the number and type of both public and private utilities serving the site.
- 9) Topography - Indicate the general terrain on the site, existing wooded areas and other significant natural features, if any. Topography should be shown at 5- or 10-foot intervals--depending on the size of the facility and the degree of topographic variation of the site.
- 10) Aerial photographs - If available, provide both a direct overhead and oblique aerial photograph of the entire site.

2. The Master (or Development) Plan

a. Introduction

The Master (or Development) Plan is, in graphic form, composed of four principal maps, as follows:

- 1) A Land Use Plan,
- 2) a Circulation Plan,
- 3) a Site Development Plan, and
- 4) a Landscape Plan.

These plans may, when appropriate, all be prepared from the same base map showing the internal circulation system and the outline of all existing and proposed buildings. The only difference is that a different component or element of the master plan is emphasized on each separate map.

All of the above mentioned plans should include an area that is at least 1/4 of a mile or a distance of one (1) block from the boundaries of the installation.

b. Land Use Plan

This plan should indicate, by appropriate categories, the proposed allocation or use of all land within the installation and its immediate environs.

To the maximum extent possible, the number of major categories of land use should be limited to approximately six or eight. Where more categories are required, some secondary system of identification within the six-eight major categories should be developed, if at all possible. For example, the major land use category, "residential," might have subcategories indicated by number on the land use plan, as follows:

- 1) Low-density housing (up to ____ units per net acre),
- 2) moderate-density housing (from ____ to ____ units per net acre), and
- 3) high-density housing (from ____ to ____ units per net acre).

An example of another approach--more applicable to residential uses on military installations in the National Capital Region might be as follows:

- 1) Enlisted men's housing,
- 2) Bachelor Officers' Quarters,
- 3) Officers' Family Housing, and
- 4) NCO Family Housing.

The Land use categories chosen should be descriptive of the existing and proposed uses and functions in each of the areas delineated. A supporting statement further defining and describing the use and functions proposed in each category should also be submitted.

c. Circulation Plan

This plan should indicate the following:

1) Existing and proposed major access and egress points serving the installation and their relationship to the circulation system in the immediate environs of the installation.

2) Existing and proposed internal circulation system serving the installation--by appropriate categories indicating the functional classification of the various elements of the system. A good example of an appropriate classification of categories is as follows:

- a. Main or principal roads
- b. Secondary roads
- c. Local roads
- d. Service roads

3) Existing and estimated future traffic volumes within, and immediately to, the installation.

4) Existing and proposed off-street parking and loading areas (indicating estimated number of parking and/or loading spaces) and the related service roads and drives.

5) Existing and proposed pedestrian circulation system. This map may be developed by using the site development plan map (described below), and emphasizing thereon the major elements of the circulation system described above.

6) Existing and proposed public transportation system serving the installation or facility, indicating major access-egress points and the extent of the system within the site.

d. Site Development Plan

This plan shall indicate the following:

1) The general location and use of all existing and proposed buildings, structures and other improvements, including the number of employees (or housing units) in existing-to-remain or new building.

2) The status of all buildings shown--existing-to-remain as is, existing-to-be removed, and proposed-for-future construction.

3) The general outline of all existing-to-remain and proposed buildings, indicating the approximate size and scale of the projected buildings. (The Commission recognizes that the actual configuration of individual buildings will actually be determined in subsequent preliminary and final site planning and building design studies).

4) The proposed heights of all buildings and structures--preferably indicated within the outline of all buildings--in number of feet above the ground. If this is not feasible, it should be indicated elsewhere on the map or in a supporting table.

5) The internal circulation system serving the site (as described in 2.c. above).

e. Landscape Plan

This plan shall indicate the following:

- 1) The general location and massing of all existing trees and planting within the installation.
- 2) The general location and extent of all proposed landscaping within the installation.
- 3) Existing topography and any proposed changes in the natural topography and existing tree cover.
- 4) The general location of existing and proposed retaining walls and any other significant natural features or landscape elements.

The Commission recognizes that this plan will be generalized and will not indicate the type of trees or plant materials involved, the size in height or trunk diameter, etc. This more detailed information is more appropriately shown on subsequent preliminary and final site and building plans for individual projects.

The landscape plan may be a separate map using the site development plan map as a base or it may be incorporated on the site development plan map itself if the size and general character of the installation is such that the combination of these two (2) maps results in a map that is clear and easily readable.

f. Examples

Examples of Master Plans prepared by various agencies in the National Capital Region may be examined at the Commission's offices.

3. Documents to be submitted in support of the master plan

In order for the Commission, the Federal Planning and Projects Committee, and the staff to properly review and evaluate master plans, it is essential that the following supporting document be submitted to the Commission on or before the official submittal of the master plan.

a) Site sections

A minimum of two sections should be cut through the total site drawn approximately 90° to each other at the same scale as the master plan base or larger. These drawings should show topographical and other special site conditions, as well as heights of existing and proposed buildings.

b) Development Program

A statement and/or appropriate map or maps indicating the projected time of completion of all proposals and the staging of improvements should be submitted. As a minimum, a proposed five- (5) year development program or military construction program should be submitted, with the proposed master (or development) plan.

c) Impact on surrounding area

A statement to indicate the impact, if any, of the proposed plan for the immediate area surrounding the facility or installation. Statement should include, but not be limited to, such factors as:

- 1) Access and egress facilities;
- 2) community facilities, such as schools, parks, recreation areas, hospitals, etc.;
- 3) public utilities, such as water, sewer, gas, electric, etc.; and
- 4) special impacts, if any (approach zones, etc.).

d) Relationship to local jurisdiction's plans and programs

Indicate the status of the agency or department's plans and/or discussions with (1) the appropriate local planning jurisdiction in which the facility or installation is located; and (2) the National Capital Regional Planning Council. Include mention of, and where appropriate, copies of any existing agreements or understandings with said agencies. (Under the provisions of Section 5(d) of the National Capital Planning Act, the Commission is required to advise and consult with the National Capital Regional Planning Council and the appropriate local planning agency concerning any proposed Federal or District developments and projects involving land acquisition or where a major change in the character or intensity of any existing use is proposed.)

4. Form of submission of master plans

a. Map scales. Maps should preferably be at a scale of either one inch equals 100 or 200 feet. In the case of an unusually large Federal facility or installation, sectionalized maps at either scale would be preferred plus an over-all composite map of the entire facility at a scale appropriate to the size of the installation.

b. Sheet sizes. Maps should be at a standardized sheet size, whenever possible. Individual sheets should be a maximum of 34 by 44 inches, in order to be compatible with the Commission's microfilm program.

c. Number of copies

- | | |
|--|-------------------------------------|
| 1) For installations within the District of Columbia ----- | 2 complete sets of prints and text |
| 2) For installations in Maryland requiring regional review ----- | 15 complete sets of prints and text |
| 3) For installations in Virginia requiring regional review ----- | 15 complete sets of prints of text |
| 4) For installations in Maryland or Virginia not requiring regional review ----- | 2 complete sets of prints and text |

d. Official maps. Maps submitted for the official records of the Commission shall be submitted in black and white in order to be compatible with the microfilm system.

e. Presentation maps. Maps used by sponsoring agencies or departments in presentation to the Federal Planning and Projects Commission and the full Commission should be in color--using zippatone, magic marker, or other suitable materials--for maximum effectiveness in the Commission's meeting room. Presentation maps should be submitted in advance of all Committee or Commission meetings for exhibit purposes. Special presentation maps will be returned following the meeting or meetings, if desired.